



Preliminary Plat Application and Instructions

PROCEDURE FOR FILING A PRELIMINARY PLAT

1. **WHO MAY FILE:** An application for a preliminary plat may be filed by the property owner or the property owner's representative. The owner in all cases must sign the application. All applicants must designate a contact person for the preliminary plat application. The City requires the name, address and telephone number for that contact person. The applicant is responsible for notifying the City if the contact person or entity's address or phone number changes.
2. **APPLICATION:** The application forms may be obtained from the Auburn Planning and Community Development Department.

The applicant is encouraged to request a pre-application conference with the appropriate City staff. You may contact the Planning Department if you wish such a meeting to be scheduled.

Once you have completed the application, return it with all required submittal materials to the Planning Department. Be sure to complete the application in its entirety; an incomplete application may cause a delay in scheduling a hearing.

3. **STAFF REVIEW:** Submission of a preliminary plat application begins a 28-day review period for City staff to determine whether the application is "complete" for the purposes of processing the application. An application is considered complete when it meets the submittal requirements established in the Land Division Ordinance and is sufficient for continued processing. Additional information might be required during the review of the application which could delay the review of the application. If the application is considered "complete" a notice of determination of completeness will be provided to the applicant in writing. If the City determines that the application is not complete, the applicant will receive written notice to that effect and a list of the information that is needed to make the application complete.

If an application is determined to be incomplete or more information is required, then the review of the preliminary plat will be interrupted and the hearing delayed.

4. **CONSOLIDATED REVIEW:** If the applicant has other permits that he/she would like to be processed concurrently with the preliminary plat, the applicant may request, and the City will conduct an integrated and consolidated permit review process. The optional consolidated review provides an opportunity for all permit applications related to a project to be reviewed at the same time.
5. **HEARING EXAMINER HEARING:** The City's Hearing Examiner will conduct a public hearing on all preliminary plat requests. The public hearing is an "open record" public hearing. This means that the record is open to receive information, testimony, exhibits, evidence, etc. to be used by the Examiner to make a decision on the preliminary plat. This hearing is the only time to present any information, testimony, exhibits, evidence, etc. that will be used by the City to make a decision on your preliminary plat.

The owner and/or his representative must be at the Hearing Examiner public hearing. It is a City policy to table the application if the owner or a representative is not in attendance.

At the conclusion of the public hearing, the Hearing Examiner will prepare a written decision which will be forwarded to the City Council, or if it is necessary, the Hearing Examiner may postpone a recommendation in order to collect more information.

6. **CITY COUNCIL DECISION:** When the City Council receives the application it may either affirm the decision of the Hearing Examiner or remand the decision to the Hearing Examiner. If the Council wishes to modify or reject the Hearing Examiner's decision, then a hearing must be scheduled first.

If a hearing is held by the City Council it is considered a closed record hearing. This means that the City Council cannot consider any new information, testimony, exhibits, evidence, etc. that was not considered by the Hearing Examiner and made part of the Hearing Examiner's record. The applicant and the public are still allowed to provide comments to the City Council but those comments must be based upon the record that was established at the Hearing Examiner's hearing.

If the Council approves the request they will instruct the City Attorney to prepare the necessary resolution which will be adopted by the Council at their following meeting. In some cases, the Council may direct that specific conditions or agreements be secured prior to the adoption of the resolution.

7. **TIME FRAME:** It takes about 90 days from the date that the application is deemed to be complete to complete the preliminary plat process. The process may be longer if the application is incomplete or additional information is required.
8. **FEES:** \$1,038.00 and \$53.00 per lot plus \$727.00 for Environmental Checklist.
9. **PRELIMINARY PLAT SUBMITTAL REQUIREMENTS:**
 1. A completed Subdivision Application form and ten (10) copies;
 2. A completed Environmental Checklist form and ten (10) copies;
 3. *A reproducible and ten (10) copies* of the proposed preliminary plat prepared in accordance with Chapter 17.06 of the Land Division Ordinance, and, the Zoning Ordinance;
 4. Where any lot is proposed to be served by an on-site sewage disposal system, results of preliminary percolation tests for each such proposed lot, conducted under King County Board of Health rules shall be submitted.

PLEASE NOTE:

The application will not be placed on the Hearing Examiner's Agenda until the Planning Director has found the application to be completed in its entirety and the environmental review has been completed.

DATES FOR HEARING EXAMINER PUBLIC HEARINGS

January 19, 2005*
February 23, 2005*
March 22, 2005
April 19, 2005
May 17, 2005
June 21, 2005
July 19, 2005
August 16, 2005
September 20, 2005
October 18, 2005
November 22, 2005
December 20, 2005

The Hearing Examiner public hearing begins at 7:00 p.m. in the City Council Chambers on the first floor of Auburn City Hall.

**date changed due to holiday*

PRELIMINARY PLAT APPLICATION

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PROPERTY OWNER'S NAME

APPLICATION NUMBER

Sec. Twp. Rng. _____

Area Code _____

Zone Existing _____

Scheduled Hearing _____

Date Received _____

Staff Project Coordinator: _____

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DO NOT WRITE ABOVE THIS LINE

APPLICANT: COMPLETE THIS FORM WITH ALL ENTRIES BEING TYPED (except signatures) OR NEATLY PRINTED IN INK. IF ADDED SPACE IS NEEDED, ATTACH THE ADDITIONAL REQUIRED PAGES TO THIS APPLICATION.

NAME OF SUBDIVISION: _____

Total area of subdivision: Acres: _____ Sq. Ft.: _____

Total number of lots: _____

Total number of dwelling units: _____

Proposed zoning: _____

Existing zoning: _____

Proposed land use: _____

Minimum size of lot as shown on plat: _____ sq. ft.

Minimum lot width as shown on plat: _____ feet

Minimum lot depth as shown on plat: _____ feet

Proposed source of domestic water supply: _____

Proposed sewage disposal system: _____

ALL PROPERTY OWNERS INCLUDED IN THIS APPLICATION MUST BE LISTED BELOW
OPPOSITE A "PARCEL NUMBER" WHICH IS ALSO SHOWN ON THE LEGAL DESCRIPTION AND
INDICATES THE PROPERTY OWNED BY EACH APPLICANT. YOUR SIGNATURE ALSO
INDICATES YOU HAVE READ AND UNDERSTOOD THE CONTENTS OF THIS APPLICATION AND
ITS ATTACHMENTS.

PARCEL
NUMBER

NAME, ADDRESS & PHONE NUMBER
(Please Print)

SIGNATURE

DESIGNATED CONTACT PERSON:

Name:

Address:

City:

Phone:

LEGAL DESCRIPTION OF PROPERTY

FEE PAYMENT: _____ \$1,038.00 and \$53.00 per lot plus \$727.00 for Environmental Checklist

T.R. #: _____

DATE RECEIVED: _____

CASHIER'S INITIALS: _____